



<b>Job Title</b>	<b>Strategic Plan and Business Process Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>7</b>	<b>Job Code</b>	<b>TBD</b>

## Class Specification – Strategic Plan and Business Process Administrator

### Summary Statement:

The purpose of this position is to implement the strategic planning process in conjunction with the overall City's strategic plan and provide citizens information regarding the goals and direction of the strategic plan. This is accomplished by developing and leading programs; facilitating and organizing internal and external meeting; representing the City for strategic planning in the community; and providing recommendations regarding budget priorities.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Implement the strategic planning process with the community, Mayor, Chief of Staff, and City Council; monitor, evaluate, and monitor implementation; measure performance targets; and implement a city-wide process improvement programs. Assist departments in developing strategic plans and strategies in alignment with the city-wide strategic plan. Make recommendations regarding budget priorities in alignment with strategic plan priorities. Manage strategic initiatives/ projects that fall outside the realm of specific departments/divisions.
40%	Manage and implement a process improvement program to ensure continuous improvement of City services, leverage available technology, and ensure consistent evaluation of procedures and processes. Specifically, standup a robust process improvement program that encourages employees at all levels to engage in process mapping, identifying waste, and identifying experiments for improvement and implementation of experiments.

### Competencies Required:

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



<b>Job Title</b>	<b>Strategic Plan and Business Process Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>7</b>	<b>Job Code</b>	<b>TBD</b>

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

#### **Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in a business administration, public administration, accounting, or related field.

**Experience:** Five years of full-time responsible administrative, analytical and/or budgetary experience including experience specific to area of assignment.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

#### **Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

#### **Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



<b>Job Title</b>	<b>Strategic Plan and Business Process Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>7</b>	<b>Job Code</b>	<b>TBD</b>

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized accounting software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: August 2015